



RMP review plan

Key Information:

Title:	<i>RMP review plan</i>
Document Status:	<i>Live</i>
Author:	<i>Council Records Manager</i>
Owner:	<i>Chief Officer, Legal & Procurement</i>
Contact:	<i>Council Records Manager</i>

Revision History:

Version:	Date:	Summary of Changes:	Name:
<i>0.1</i>	<i>14/7/11</i>	<i>First draft</i>	<i>CMG</i>
<i>1.0</i>	<i>09/02/15</i>	<i>Approved</i>	<i>GM</i>
<i>1.1</i>	<i>26/02/15</i>	<i>Working Group reference added</i>	<i>AJC</i>
<i>1.2</i>	<i>24/07/15</i>	<i>Amended footer and corrected minor typos</i>	<i>CMG</i>

RMP assessment & review

The elements of the RMP will be continually monitored and amended as required.

In addition, there will be three formal reviews of the RMP:

1st review:	6 months after the NRS has granted formal approval
middle review:	30 months after the NRS has granted formal approval
final review:	6 months prior to end of approval period

Each review will:

- report on the adoption of each element of the scheme
- develop or amend the documentation as required.
- report on progress against the improvement plan
- develop and amend the improvement plan

Each review will:

- be carried out by the Council Records Manager in collaboration with the members of the Short Life RM Working Group
- signed off by the Chief Officer (Legal & Procurement)
- report progress to CMT